



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

Dennis W. Streets, Director  
919-733-3983

August 6, 2008

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:**

**ATTENTION: Adult Services Supervisors and Intake Supervisors**

**SUBJECT: ADULT PROTECTIVE SERVICES BASIC SKILLS TRAINING**

The Division of Aging and Adult Services is pleased to announce that the Adult Protective Services Basic Skills Training will be conducted at four sites across the state during FY 2008-2009.

The Basic Skills training is essential for county staff with any level of responsibility for screening, evaluating, or providing Adult Protective Services (APS). The training provides county staff with a working knowledge of APS law, policy, and practice issues. It is designed for social workers who conduct evaluations and plan services for APS cases as well as for line supervisors with management responsibility for this program area. Social workers who have responsibility for adult services intake or who provide back up or after-hours coverage for APS will also find this training beneficial.

The first session of the training, Module I, is two days long and introduces participants to the field of Adult Protective Services. This session covers the statutory definitions used in APS and the policy requirements and practice issues related to receiving and screening APS reports. Staff responsible for intake and/or screening, and those who conduct evaluations or plan services for APS cases, should attend this session. **It is recommended that participants attend *Effective Social Work Practice in Adult Services: A Core Curriculum* prior to attending Module I.** Basic knowledge and concepts covered in the *Core Curriculum* are not covered in Modules I or II of this training. **Also, participants should bring a copy of the APS Manual, which can be found at <http://info.dhhs.state.nc.us/olm/manuals/doa/aps/man/>, for both training modules.**

The second session, Module II, is three days long and will introduce staff to the knowledge and skills necessary for completing thorough evaluations, making case decisions, determining capacity to consent to services, obtaining court orders, and planning services to protect disabled adults. Staff responsible for these functions on a full time, back up or after-hours basis should attend this session. Staff responsible for intake only may also attend this session, as it will allow them to understand the full APS process. **Participants must have attended Module I, or have previously attended the Basic Skills Training in its entirety, as a prerequisite to Module II.**

Dear County Director  
APS Basic Skills  
August 6, 2008  
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The dates and locations for the training are listed below. **Modules I and II both begin promptly at 9:00 a.m. and end at 4:00 p.m. Check-in will be at 8:30 a.m.** Participants should plan to stay near the training site unless they live within a reasonable commuting distance. Refreshments will not be provided but participants are welcome to bring their own drinks and snacks.

#### APS BASIC SKILLS TRAINING DATES AND LOCATIONS

##### MODULE I

**September 10-11, 2008**  
Freedom Regional Library  
Community Room  
1230 Alleghany St  
Charlotte

**October 29-30, 2008**  
New Hanover County DSS  
1650 Greenfield Street  
Wilmington

**January 6-7, 2009**  
Chatham County DSS  
102 Camp Street  
Pittsboro

**March 4-5, 2009**  
Watauga County DSS  
132 Poplar Grove Connector  
Boone

##### MODULE II

**October 1-3, 2008**  
Freedom Regional Library.  
Community Room  
1230 Alleghany St.  
Charlotte

**November 19-21, 2008**  
New Hanover County DSS  
1650 Greenfield Street  
Wilmington

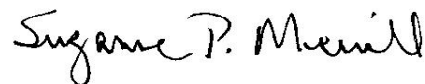
**January 21-23, 2009**  
Chatham County DSS  
102 Camp Street  
Pittsboro

**March 18-20, 2009**  
Watauga County DSS  
132 Poplar Grove Connector  
Boone

Participants **must pre-register** for Modules I and II even though there is no registration fee. Space is limited to 30 participants at each site, so **please complete registration information at least 2 weeks in advance of the chosen event. Registration is to be completed on-line at <http://www.ncswLearn.org>**

Participants will be sent a confirmation letter and directions to the training site, and a list of local lodging accommodations. If you or your staff have questions or need additional information regarding the content of the training, please contact Sarah Lugar at (919) 733-3818 or your Adult Programs Representative.

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM/sel

AFS-13-2008